

**RULES AND REGULATIONS FOR**  
**CARLISLE BARRACKS ARMY LODGING**

1. Army Lodging facilities are operated by the Lodging Fund to furnish overnight transient accommodations for military, retired military, DOD civilians, families, relatives and friends. The use of Army Lodging facilities is a privilege and will be occupied on a voluntary basis.
2. Priorities of occupancy in Army Lodging are as follows: TDY military, TDY DOD civilians and all PCS military personnel, with or without family members, or family members alone; U.S. and foreign guests of the Military Services, and guests as determined by the Installation Commander. USAR, ARNG, and Reserve Officers Training Corps (ROTC) personnel on ADT ADSW, or performing AT as individuals and scheduled IDT; TDY foreign nationals or foreign military trainees engaged in or sponsored by military assistance or similar training programs; military family members on medical TDY orders.
3. When space is available, the following personnel may occupy Army Lodging facilities: RC personnel not otherwise addressed in paragraph 1 above (including personnel not under orders, paid retirees, and gray area retirees), active duty retirees, military personnel on leave, military personnel granted permissive TDY, family members and guests of military personnel assigned to the installation, foreign military personnel when authorized by the Installation Commander.
4. Reservations for TDY will be accepted any time a copy of travel orders can be provided to Army Lodging. Reservations for PCS will be accepted any time a copy of travel orders and transportation dates can be provided to Army Lodging. All reservations must be confirmed or denied 15 days prior to occupancy with a valid credit card.
5. Reservations for Official guests and conference attendees will be accepted at any time and must be confirmed 10 days prior to occupancy with a valid credit card.

6. You may request accommodations by calling or visiting the lodging office, Ashburn Hall, 36 Flower Road, 717-245-4245, or by e-mail at [lodgingoffice@carlisle.army.mil](mailto:lodgingoffice@carlisle.army.mil).

7. Reservations for unofficial guests will be accepted 14 days in advance of the requested date between the months of September and May. These requests will be confirmed or denied at the time of request. During June, July, and August, requests for reservations other than TDY, official or PCS, will only be accepted and guaranteed three days in advance. All reservations must be guaranteed with a valid credit card.

8. Requests for specific rooms will not be honored, except for official guests. Guests will not be advised of building assignment until day of occupancy.

9. The maximum duration of occupancy for PCS members is:

(a) Departing PCS members - 7 days

(b) Arriving PCS members - 30 days

10. Pets are not permitted in Army Lodging facilities.

11. Smoking is not permitted in Army Lodging facilities.

12. Army Lodging occupants are encouraged to protect Army Lodging property from theft, damage or misuse at all times. Upon determination that an occupant, his dependent or guest has been responsible for damage to lodging property, action will be taken to assess pecuniary liability.